



# GEORGIA DEPARTMENT OF AGRICULTURE

## JOB ANNOUNCEMENT

*Gary W. Black, Commissioner*

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

<b>JOB TITLE:</b>	WAREHOUSE AND BONDING COMPLIANCE SPECIALIST
<b>LOCATION:</b>	SOUTH GEORGIA
<b>POSTING DATE:</b>	AUGUST 9, 2016
<b>APPLICATION DEADLINE:</b>	UNTIL FILLED
<b>WHO MAY APPLY:</b>	ALL QUALIFIED APPLICANTS
<b>ENTRY SALARY:</b>	Commensurate with Education and Experience

We at the Georgia Department of Agriculture (GDA) take our responsibilities to you very seriously and are committed to protecting and promoting Georgia's agriculture through superior service and leadership. The mission of the GDA is to protect consumers, promote agriculture, both locally and globally, and assist our customers using education, technology and a professional workforce. The vision of the GDA is to continue to be a globally recognized leader in agricultural excellence through a commitment to safety, quality, growth and innovation.

### **DESCRIPTION OF DUTIES:**

Ensures that all commercial agricultural storage facilities in the state are licensed, bonded and inspected for inventory quantity and quality compliance. Regulates the Georgia Grain Dealer Act, which requires bond coverage protection for grain payments to producers. Additionally, issues licenses for cotton and grain warehouses, grain dealers, and tobacco warehouses and dealers. Handles all records and matters relating to agricultural surety bonds and ensures that entities maintain adequate surety bond coverage. Checks the bonds to ensure adequate coverage for licensing and that it is issued by an approved company, coordinates with federal bonding agencies, investigates nonpayment complaints, performs audits, and handles bond claims. Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

High school diploma or GED and one year of experience performing office work, conducting research, or reviewing policy.

**PREFERRED QUALIFICATIONS:** *Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:*

- Knowledge of the laws, rules and regulations relating to licensing, surety bonds, etc.;
- Familiarity with cotton, tobacco and grain production;
- Experience with record keeping and auditing;
- Proficiency in oral and written communications;
- Proficiency in Microsoft Office Suite.

**HOW TO APPLY:** (WE ACCEPT STATE APPLICATIONS BY ANY METHOD LISTED BELOW. RESUMES MAY BE SUBMITTED IN ADDITION TO THE STATE APPLICATION. )

- Mail a completed State of Georgia application to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334; or
- Fax a completed State of Georgia application to (404) 463-8196; or
- Team Georgia Careers <http://team.georgia.gov/careers/>; or
- E-mail a completed State of Georgia application to [GDAPersonnel@agr.georgia.gov](mailto:GDAPersonnel@agr.georgia.gov).

Please reference the job title and position number when submitting paper applications. Applications received without a job title or position number will be considered unsolicited and will not be reviewed. For a copy of the State Application, please visit [http://team.georgia.gov/wp-content/uploads/2014/11/State\\_Application-Standard-3.3.15.pdf](http://team.georgia.gov/wp-content/uploads/2014/11/State_Application-Standard-3.3.15.pdf) or contact the Georgia Department of Administrative Services, Human Resource Administration at (404) 656-2705.

**The GDA is an Equal Opportunity Employer.**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law. All qualified applicants will be considered, but may not necessarily receive an interview. No notification will be sent to applicants except those who are selected for interviews. Due to the large volume of submissions received by this office, information concerning application and/or interview status cannot be provided.

**IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,  
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.**